

Attendance & Performance Policy



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1. Introduction

- 1.1 The International College of Musical Theatre (the ICMT) is committed to supporting its students during their time with us, but we expect total commitment.
- 1.2 The purpose of this policy is to explain expectations regarding attendance and performance and to support and monitor students who are failing to meet those expectations.
- 1.3 The procedure for managing and monitoring students is outlined in the Student Code of Conduct policy.

2. Who does this policy apply to?

- 2.1 This policy applies to all registered students of the ICMT

3. Attendance and Absence

- 3.1 If you cannot attend College due to illness or otherwise, you must notify your college office by email or phone by 8:30 am.
- 3.2 All students are expected to maintain a 90% or higher attendance rate. Students whose attendance drop below 90% will be subject to the Student Code of Conduct procedures.
- 3.3 If you are absent for three consecutive days or longer owing to illness, you must provide a medical note to justify your absence.
- 3.4 Students are responsible for finding out and catching up on any work they miss.
- 3.5 Wherever possible, appointments should be made outside of College hours. If you must make an emergency appointment, you must inform the ICMT as soon as possible via email or phone and provide proof of your appointment when you return.
- 3.6 Any requests for a day off must be put in writing to your College's administration team at least one week in advance.

- 3.7 You must inform the ICMT of any illness or injury which may affect your attendance or performance. You are expected to continue your training and participate fully wherever possible, subject to any medical advice.

4. Lateness

- 4.1 Students are expected to be on time for registration at the beginning of the day. Students who are not present when the register beings are marked as late.
- 4.2 Students who are late three times or more will be subject to the Student Code of Conduct procedures.
- 4.3 Students are also expected to arrive on time for the start of each class. Students arriving late for a class may not be allowed to enter and participate; this is at the teacher's discretion. Students who miss a class due to absence or lateness are expected to catch up on any work missed.

5. Performance

- 5.1 Students are expected to participate and deliver fully within the demands of their programme. You should also ensure that you are suitably prepared for your class. This means having the appropriate clothing, footwear and equipment.
- 5.2 Students who are not performing to an acceptable level may be subject to the disciplinary procedures outlined in the Student Code of Conduct
- 5.3 Examples of students not performing to an acceptable level may include:
- Continually absent or late.
 - Not engaging or participating fully in class.
 - Not engaging or participating fully in any group work or projects.
 - Not learning lines, lyrics or other material required to contribute fully to the class/course.
 - Not completing any set homework, either at all or to a satisfactory level.
 - Multiple complaints about a student's behaviour from a staff member or fellow student.

Document control

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